ADDITIONAL INFORMATION FOR

SAFE AND SACRED USERS

* When completing your profile registration, please be sure to list an email address that is current and checked often. All your training certificates and future training reminders will be sent to this email. You will also receive quarterly newsletters at this email as well.  If you change your primary email address in the future, please be sure to update your profile information on Safe and Sacred. If you do not have an email address, follow the special instructions provided by Safe and Sacred for filling in that required field.
* For the purposes of our annual audit, it is vitally important that you select the correct role to represent your ministry when you complete your profile registration on the Safe and Sacred website. Please think about your position selections carefully, and if you have questions, contact the Office of Safe Environment Programs.
* As mentioned in a previous tip, you will be emailed copies of your course certificates, annual retraining reminders, and quarterly newsletters. If you do not receive any such emails, please be sure to check your email’s spam folder in case the messages were filtered there. After checking your spam folder, if you are still not seeing any emails from Safe and Sacred, please contact Safe and Sacred Tech Support for further assistance.
* If you have any questions relating to the background check form or screening process, please contact the Office of Safe Environment Programs. Safe and Sacred does not have any involvement with our background check forms or process, so they will not be able to answer your questions.
* To understand how the program experience will vary based on whether you are a new user or a returning user, please reference the table below:

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| First-Time Users: | Returning Users: |
| 1. To begin your online training, click the “Login Portal” button to access the Safe and Sacred login page. Alternatively, if you wish to complete the training offline by using a course binder, please contact the Office of Safe Environment Programs for further assistance.
 | 1. Click the “Login Portal” button to access the Safe and Sacred login page.
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| 1. Click the “Create New Account” button and enter the required information.
 | 1. Enter your username and password. Your username and password can be reset by clicking on the related link. Your username is likely your email address.
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| 1. After creating your account, you will be directed to a separate website to **submit your background check forms**. There are two required forms:
* The general diocesan background check form
* The Vermont Agency of Human Services CONSENT FOR RELEASE OF REGISTRY INFORMATION

At the top of the background check forms, you will find instructions for submitting your background check forms offline, if you prefer that option. Please note that you need to fill in all required fields to ensure the form is submitted successfully. You will also need to complete and submit the form in one sitting, since your information cannot be saved for completion later.  | 1. On the Safe and Sacred home page, click on the “My Courses” drop-down menu at the top of the page to open your next available course. Click on the course name to reach the course’s main page, then click the green “GO” button to enter your course. **Please note that you do not need to complete the course in one sitting. You can log out of the course and your place will be saved for the future.**
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| 1. Once you’ve submitted your background check forms, you will be redirected back to the Safe and Sacred website where you can enroll in your first course. You will find your first course listed under the “My Courses” drop-down menu at the top of the screen. If you work or volunteer with minors in the diocese, **you should be enrolled in a course called “Recognizing Child Abuse.”** If you do not see this course listed under your “My Courses” menu, please contact the Office of Safe Environment Programs.
 | 1. After you finish the course you will:
* Complete the course quiz (multiple choice, multiple attempts accepted)
* Read the diocesan *Policies on Ethics and Integrity in Ministry*
* Complete the policies quiz (multiple choice, multiple attempts accepted)
* Sign an electronic Code of Conduct
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| 1. Under the “My Courses” drop-down menu, click the “Recognizing Child Abuse” course. Once you are brought to the course’s main page, click the green “GO” button to enter your course. **Please note that you do not need to complete the course in one sitting. You can log out of the course and your place will be saved for the future.**
 | 1. **You should receive your new course certificate instantly once you complete your course.** If you do not receive your certificate instantly, please contact the Office of Safe Environment Programs.
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| 1. After you finish the course you will:
* Complete the course quiz (multiple choice, multiple attempts accepted)
* Read the diocesan *Policies on Ethics and Integrity in Ministry*
* Complete the policies quiz (multiple choice, multiple attempts accepted)
* Sign an electronic Code of Conduct
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| 1. Your training will be finished once you reach a page with a red “STOP” button. You must reach this final page for your training record to be registered as complete**. Please note that you will receive your course certificate once your training is complete AND your background check has been processed by our office.** If either of these components are missing, you will not receive a certificate. Your certificate expires a year from the date it was issued.
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